

MINUTES

INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT

WORKFORCE PROFICIENCY PANEL

April 15, 2002

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established a quorum was present. Panel members present were Jim Edwards, James Pittman, Mike Hayes, Ron Christ, and Marianetta Blackwell. Members absent were Johnny Alderman, B. J. Bischoff, Kathy Sutton and Jerry Seager.

Minute No. 3

Consideration of the February 28, 2002 Minutes, Document 02-1 Workforce Proficiency Panel

Panel member Hayes approved minutes of the February 28, 2002 Minutes, Document 02-1 of the Workforce Proficiency Panel. Seconded by Panel member Pittman; unanimously carried. (Copy filed with official Minutes.)

Minute No. 4

Discussion Item: Certificates of Technical Achievement

Mr. Fields introduced Mr. Tim Martin, Director of Workforce Literacy to the Panel. Mr. Martin will be working with the Technical Education section on incumbent worker CTAs.

Mr. Fields updated the Panel on the Certificate of Technical Achievement (CTA) Report. (Copy filed with official Minutes.) The CTA report is currently updated on the internet monthly. This report is composed of five separate reports. Each report shows different aspects of the CTA process. At the February 28, 2002 meeting the Proficiency Panel approved the childcare proficiency which will assist in increasing the numbers of the CTAs. Staff is attempting to improve the postsecondary institutions interest in the CTA process. The adult workers appearing on the CTA report are as a result of the evening Adult Learning class at Hoosier Hills. Adult workers are the third phase of the CTA process. The Regional CTA reports are created using the Workforce Service Areas. Region 4 was consolidated with Regions 3 and 5. Additional reports may be created to show CTAs by school, county, or teacher. Discussion on the CTA report followed.

Chair Edwards suggested a line be added to illustrate the change in individuals from the previous month to the current month on the Total Assessments by Occupational Area report. Chair Edwards also suggested the Incumbent Worker Statistics Report be changed to Advanced Manufacturing for better understanding.

Minute No. 5

Discussion Item: Incumbent Worker Assessment Website

The Incumbent Worker Website was developed by using national project money. This system will allow companies to track the knowledge and skill of their employees. Future use of this website may include schools utilizing this system to find out what knowledge and skills students will need to obtain from companies for future employment. Employers may also utilize this system to find future employees. The Incumbent Worker Website is currently password protected, however, a password could be given to schools and or/businesses to view information on this website. Proprietary information for companies does not appear on this website.

Mr. Fields introduced Matt Crites, Technical Education Specialist to present the Incumbent Worker Power Point to the Panel. (Copy filed with official Minutes.) The Incumbent Worker website address is www.mfglinks.org. Once at the website, the individual will click on the Indiana link. This then takes the individual to the Special Management Programs page. The next step would be to go to the Indiana Industry Based Scenario Management System page. At this point the individual may use the Public Access link or enter a password to go into the Administrative Functions of the Incumbent Worker website. The Public Access link allows individuals to view and print approved bank scenarios by occupational area that are not proprietary.

The password protected section will allow individuals to view employee lists by company and the scenario assessments by company and employee. This allows companies to keep track of the knowledge and skills of their employees. Not all passwords allow individuals access to every section of this website. Companies and individuals are only allowed access to information that may pertain to them. Discussion on the incumbent worker website followed.

Minute No. 6

Decision Item: Approval of Plan for Other Credential Endorsements

Mr. Fields provided the history on the Plan for Other Credential Endorsements. (Copy filed with official Minutes.) The plan follows the Panel's criteria for establishing CTA's in high skill, high wage, and career pathway occupations. On October 18, 1999, the Panel approved six criteria for evaluating other state and national credentials. ASE-NATEF had been approved in January, 1992. Nomination forms were sent to Vocational Education institutions along with the criteria. Individuals submitted over 80 nomination forms for other credential endorsements. The American Welding Society (AWS) is the only nomination that completely met the Panel's criteria. An individual from AWS will be present at the June or August Panel meeting to discuss their credentials and answer any questions. Tech Ed staff will continue to research other credential endorsements to see if they meet the Panel's criteria. No credential will be recommended to the Panel if it does not meet the Panel's established criteria. Additional credentials will be brought before the Panel in future meetings. Panel member Christ requested additional information on EPA Certification for Air Conditioning and Refrigeration, HVAC Certification ARI/GAMA, and the Outdoor Power Equipment Technician. Chair Edwards requested additional information on the Certified Manufacturing Technology credential.

With no further questions, the Panel voted on approving the Plan for Other Credential Endorsements. Panel member Hayes approved the Plan. Seconded by Panel member Christ; unanimously carried.

ACTION:

Plan for Other Credential Endorsements approved.

Minute No. 7

Discussion Item: Other

Chair Edwards requested Suzanne Wheeler, Program Manager, Business, Modernization, and Technology update the Panel on the Indiana Essential Skills Initiatives activities.

Ms. Wheeler stated fifteen students received CTAs at the National VICA Contest for metalworking. This is the most CTAs received in the last three years. The HOSA contest for health occupations will take place April 18 and April 19, 2002. CTAs will be distributed on April 20, 2002. Facilitators have been reporting an increase in teacher support and participation in the IESTP Initiative. BMT facilitators are encouraging teachers to work with business and industry.

Mr. Fields requested Panel members to review the Workforce Proficiency Panel meeting schedule for conflict. Panel member Christ suggested sending a letter to Panel members requesting alternate dates.

Minute No. 8

Adjournment

Chair Edwards declared the meeting adjourned.

Date_____ Chair_____ Secretary_____
James D. Edwards Jerry Seager